

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: July 1, 2002

FROM: Steven Blazer, Accounting Supervisor

SUBJECT: ADJUSTMENT VOUCHERS

- 1) Effective immediately, all RI-SAIL documents created using the BSBF (fund transfer) screen need to be forwarded to **Alicia Araujo** in Accounts & Control. **DO NOT FORWARD TO BUDGET.**
- 2) Effective July 1, 2002, all adjustment that do not follow the "How to Do RI-SAIL Adjustments" procedure, will be disapproved and returned. This procedure is available on the Controller's website under RI-SAIL Communications. **Please copy this procedure and provide a copy to all employees in your department who enter adjustments, in the system.**
- 3) If there are any questions on "How to Do" RI-SAIL adjustments, you may contact at Chantalp@gw.doa.state.ri.us or call 222-2273.

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